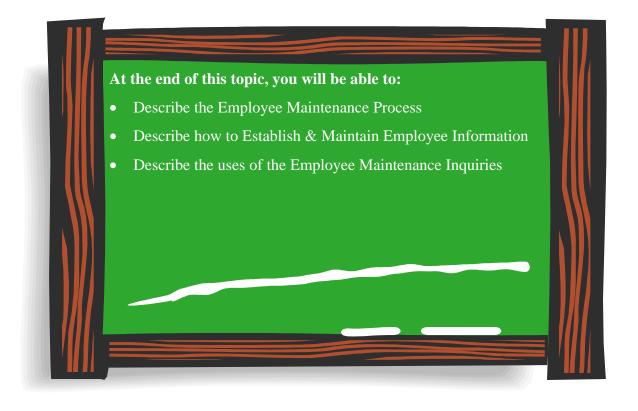# TOPIC 1: INTRODUCTION TO EMPLOYEE MAINTENANCE

The SAM II HR/Payroll Employee Maintenance processes support the establishment and maintenance of employee information. This includes basic employee information; employee attribute information such as addresses, emergency contacts, and licenses or certificates; and agency specific and accounting data. Personnel actions such as promotions and separations are also part of the employee maintenance process. The various employee maintenance inquiries will also be briefly discussed.

At the end of this topic, you will be able to:

- Describe the Employee Maintenance Process

- Describe how to Establish & Maintain Employee Information

- Describe the uses of the Employee Maintenance Inquiries

EMPLOYEE MAINTENANCE PROCESS

Step 1: Establish an Employee
- **Creating an Employment Status Maintenance Transaction (ESMT)**
- **Deleting an Employment Status Maintenance Transaction (ESMT)**

Step 2: Establish and Maintain Employee Attributes
- **Address (ADDR)**
- **Attributes (ATTR)**
- **Agency Specific and Accounting Data (AGYA)**
- **Licenses and Certifications (LCNS)**
- **Emergency Contact (EMER)**
- **Pass (PASS)**
- **Employee ID Change (EIDC)**
- **Employee Name Change (ENCH)**
- **User Defined Windows (USR1- USR9)**

Step 3: Perform Personnel Actions
- **Promoting an Employee**
- **Separating an Employee**
- **Removing Previously Processed Personnel Actions**
- **Correcting Previously Processed Personnel Actions**

Step 4: Employee Maintenance Inquiries
- **Employee Roster by Name (QXRF)**
- **Employee Roster by Employee ID (QXR2)**
- **Employee Roster by Social Security Number (QXR4)**
- **Employee Roster by Pay Location (QXR5)**
- **Employee Roster by Agency and Organization (QXR6)**
- **Employee Folder (QXRSF)**
- **Employee Pay Rate History (QRTE)**
- **Employee Pay Summary Inquiry (QPSM)**
- **Employment Verification (QVER)**
- **Employee Education Summary (QEDS)**
- **Historical Name Change Cross Reference (QNCX)**
- **Employment Status Maintenance Log Detail (QESD)**
- **County by Name (QCTY)**

EMPLOYEE MAINTENANCE PROCESS

The Employee Maintenance process allows for the establishment and maintenance of employee information and the completion of personnel actions. Remember, each employee must be tied to an approved and open position. One benefit of this link is that information that was already entered during the position control process can be inferred when you are establishing the employee. While the designation of the labor distribution profile was completed on position, you also have the opportunity to change this when you establish the employee. It is important to remember that any changes you make to the labor distribution only effect the employee and will not effect the position.

The first step in the process to establish an employee is the completion of the Employment Status Maintenance (ESMT) transaction. Additional information is added using various employee attribute transactions. Personnel actions such as promoting or separating an employee are also handled using the ESMT.

Establishing an Employee

The Employment Status Maintenance (ESMT) transaction is used to enter an employee in the SAM II HR/Payroll System. The ESMT must be completed, approved and accepted by the system before any other transactions relating to a new employee can be processed. The ESMT window is comprised of five separate panels: Job Assignment, Dates, Assignment Attributes, Pay Parameters, and Certificate/Remark.

The ESMT requires five levels of approval. For UCP agencies, the first three approvals are applied by the agency and the last two approvals are applied by the Office of Administration, Division of Personnel (OA). Non-UCP agencies will determine how the five levels will be set in their agency, multiple levels of approval can be assigned to one person if the agency desires.

Establish and Maintain Employee Attributes

There are various transactions that record additional attribute information for an employee. These transactions are:

- **Employee Address Maintenance (ADDR)** – records employee home and mailing address information.

- **Employee Attribute Maintenance (ATTR)** – records basic employee information such as EEO information, date of birth, and veteran information.

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EMPLOYEE MAINTENANCE PROCESS

- **Agency Specific and Accounting Data (AGYS)** – records agency-specific information and accounting attributes for an employee. Some agencies will break this down into the Agency Specific Data (AGYD) and Employee Accounting Data (AGYA) transactions. These agencies implement their human resources processes so that one person would not be able to enter all of this information on the AGYS.

- **Licenses and Certifications (LCNS)** – records information about an employee's licenses or certifications.

- **Emergency Contact (EMER)** – records employee's emergency contact information.

- **Pass (PASS)** – records information about passes issued to employees to access certain facilities.

- **Employee ID Change (EIDC)** – records any changes to an employee ID number.

- **Employee Name Change (ENCH)** – records any changes to an employee name.

- **User Defined Window 1 (USR1)** – records special date information such as employee's total state service, service within a specific agency, and other agency defined dates of importance that are not captured elsewhere in SAM II.

- **User Defined Window 2 (USR2)** – records tickler dates and reasons for personnel/payroll actions that is not captured elsewhere in SAM II.

- **User Defined Windows 3-9 (USR3 – USR9)** – records agency specific information. These windows are designed to meet specific agency needs.

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EMPLOYEE MAINTENANCE PROCESS

Perform Personnel Actions

The Employment Status Maintenance (ESMT) transaction is used for adding an employee to the system. It is also the transaction used to perform in-service personnel actions (promotions, reclassifications, salary changes, leaves of absence, etc.) and separations.

Employee Maintenance Inquiries

Employee maintenance inquiries allow you to view online information about employees or information you may need to complete the establishment of an employee. Inquiries are automatically updated once a transaction has received the final level of approval and is accepted by the system. The employee maintenance inquiries are:

- **Employee Roster by Name (QXRF)** – lists all employees and basic information sorted in alphabetical order by employee name.

- **Employee Roster by Employee ID (QXR2)** – lists all employees and basic information sorted by employee ID.

- **Employee Roster by Social Security Number (QXR4)** – lists all employees and basic information sorted by social security number.

- **Employee Roster by Pay Location (QXR5)** – lists all employees and basic information sorted by Pay Location codes, and then alphabetically by employee name.

- **Employee Roster by Agency and Organization (QXR6)** – lists all employees and basic information sorted first by agency, organization and then alphabetically by employee's last name.

- **Employee Folder (QXRSF)** - displays a list of all employees and basic information that can be sorted in a variety of ways.

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EMPLOYEE MAINTENANCE PROCESS

- **Employee Pay Rate History (QRTE)** – displays detailed pay rate information for an employee.

- **Employee Pay Summary Inquiry (QPSM)** – displays an employee's earnings for a calendar year as well as the breakdown of earnings by quarter.

- **Employment Verification (QVER)** – displays consolidated employee information from the ESMT, ADDR, and ATTR transactions.

- **Employee Education Summary (QEDS)** – displays a historical list of an employee's educational achievements as well as planned educational activities

- **Historical Name Change Cross-Reference (QNCX)** – permits the tracking of name changes for applicants and employees by displaying a cross-reference of an applicant's or employee's historical and current names.

- **Employment Status Maintenance Log Detail (QESD)** – provides a quick way to scan a broad range of basic employee information that has been entered through the ESMT.

- **County by Name (QCTY)** – lists detailed county information that is sorted alphabetically by county name.

NOTES